



Program Specialist

Do you have a passion for improving the health of individuals receiving behavioral health services? Would you like to be a valuable member of a diversity driven, mission-minded team that impacts our community? If so, we have some exciting opportunities for you to work as a **Program Specialist!**

What You Will Be Doing

We have two positions available! Working as a **Program Specialist** in **Outpatient Services** you will be the first point of contact responsible for welcoming individuals into our outpatient clinics, assisting them with initial paperwork, verifying insurance coverage, collecting payments, assisting with data collection and reporting. You will also be an integral part of our department providing support to our clinicians that serve individuals with a mental illness, substance abuse disorder and or co-occurring disorder. **The Program Specialists positions are grant funded.**

What We Require

High School diploma or GED and three years' experience in related mental health field working with target population or Bachelor's Degree in Human Services field and one year experience in related mental health field working with target population. Ability to support the confidential nature of developmental disability, mental health and substance abuse services. Excellent communications skills, interpersonal and human relation skills. Advanced computer skills, including word processing, spreadsheets, database management and e-mail.

Who We Are

Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. KCMHSAS works with youth, families, and adults with mental illnesses, intellectual and developmental disabilities, and substance use disorders to help them succeed. We provide welcoming and diverse community partnerships which collaborate and share resources to support individuals and families to be successful and achieve their goals in a trauma-informed environment.

Why Work For KCMHSAS?

Because we make a difference in the lives of the individuals we serve in the Kalamazoo community every day. You will have the opportunity to work with amazing co-workers in an environment that values diversity, inclusion, work/life balance and encourages ongoing education for professional development.

We also offer a competitive compensation and benefits package, with some of the best retirement plans in southwest Michigan. You will also enjoy 10 paid holidays, 23 days of PTO and the opportunity to earn additional PTO hours for participating in our wellness program!

Come Join Us!

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. KCMHSAS fomenta la diversidad y la inclusión.

We look forward to meeting you! Please apply online at www.kazoocmh.org/careers